


RECORDS RETENTION SCHEDULE

Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2nd Fl., W. Sacramento, CA 95605.

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by email at CalRIM@dgs.ca.gov

(1) DEPARTMENT, BOARD OR COMMISSION Milton Marks "Little Hoover" Commission on California State Government Organization & Economy		(2) AGENCY BILLING CODE 10350		(3) PAGE 1 OF 7 PAGES	
(4) DIVISION/ BRANCH/ SECTION		(5) ADDRESS 925 L Street, Suite 805, Sacramento, CA 95814			
CHECK THE APPROPRIATE BOX					
(6) <input type="checkbox"/> New schedule of records that have never been scheduled. [Complete boxes (9) - (12)]					
(7) <input checked="" type="checkbox"/> Revising a previous schedule. [Complete boxes (13) - (16)] (A new approval number will be assigned.)					
(8) <input type="checkbox"/> Amending some pages of a previous schedule. [Complete boxes (13) - (16)] (The original approval number will remain in effect.)					
NEW SCHEDULE INFORMATION (If applicable)		(9) SCHEDULE NUMBER 2	(10) SCHEDULE DATE 4/18/2008	(11) NUMBER OF PAGES 7	(12) CUBIC FEET (Total Schedule)
PREVIOUS SCHEDULE INFORMATION (If applicable)		(13) SCHEDULE NUMBER 2	(14) APPROVAL NUMBER 94-073	(15) APPROVAL DATE (S) March 29, 1994	(16) PAGE NUMBER(S) REVISED - 1, 2, 3, 4, 5
(17) MISSION/FUNCTIONAL STATEMENT: The Little Hoover Commission was created by the Legislature in 1961 and became operational in the spring of 1962. Its purpose is to secure assistance for the Governor and itself in promoting economy, efficiency, and improved service in the transaction of the public business in the various departments, agencies, and instrumentalities of the executive branch of state government, and in making the operation of all state departments, agencies, and instrumentalities, and all expenditures of public funds more directly responsive to the wishes of the people as expressed by their elected representatives.					
PART I - AGENCY STATEMENTS					
As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks.					
(18) SIGNATURE - MANAGER RESPONSIBLE FOR THE RECORDS Stuart Drown		(19) TITLE Executive Director, Little Hoover Commission		(20) PHONE NUMBER (916) 445-2125	(21) DATE SIGNED 4-18-08
In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.					
(22) SIGNATURE - RECORDS MGMT. ANALYST Sherry J. Robyn		(23) CLASSIFICATION Associate Governmental Program Analyst		(24) NAME (Printed or Typed) Sherry J. Robyn	(25) PHONE NUMBER (916) 445-2125
(26) DATE SIGNED 4/18/2008					
PART II - DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)					
(27) SIGNATURE - CalRIM CONSULTANT Janice C. Stanley		(28) APPROVAL NUMBER 08-095		(29) DATE SIGNED 4/18/2008	(30) EXPIRATION DATE 4/18/2013
PART III - ARCHIVAL SELECTION (Per Government Code Section 14755)					
THE ATTACHED RECORDS RETENTION SCHEDULE:					
(31) <input type="checkbox"/> Contains no material subject to further review by the California State Archives					
(32) <input checked="" type="checkbox"/> Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)					
(33) SIGNATURE - CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE Sydney Bailey, Assistant		(34) DATE SIGNED 4/25/08			

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA	REMARKS	
						OFFICE	DEPT.	SRC	TOTAL			
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)	
1	1	NOTIFY ARCHIVES	<u>RECORDS MANAGEMENT</u>									
			Form STD. 70, Records Inventory Worksheet	P		Current				Current	Retain as current until next inventory, or when no longer needed for reference or analysis, whichever is later.	
2			Form STD. 71, Records Transfer List	P		Current				Current	Retain as current until all records have been either destroyed, retired permanently, transferred to the State Archives, or when no longer needed whichever is later.	
3			Form STD. 73, Records Retention Schedule	P		Current				Current	Retain as current until revised. NOTE: Although revision is required every five years from date approved by CalRIM, records retention schedules that are not revised remain in effect but are considered non-current.	
4			Authorization for Records Destruction (Computer Printouts)			4				4	Retain for two years from date destruction is authorized. Then retain two additional years or until audited, whichever occurs first (maximum of four years).	
<u>ADMINISTRATIVE FILES</u>												
GENERAL												
5	1		Documentation on Foundation Grants to the Commission	P		7				7		
6			Legal Opinions requested by Commission; Subpoenas issued by the Commission	P		Current				Current	Current until superseded, revised or rescinded. Maintained to substantiate Commission position.	
7		Contracts with independent legal counsel	P		7				7	Retain seven years from end of fiscal year in which encumbrance is liquidated. Destroy after the required seven years or when audited by the Bureau of State Audits or the Department of General Services, whichever occurs first.		
8	1	Contracts with independent consultants; Request for Proposals	P		7				7	Same as 7		
9		Contracts with vendors: Sierra Printing; Comcast Cable; Inland Business Systems; International Mailing System	P		7				7	Same as 7		
10	1	Interagency Agreements with Dept. of General Services; Legislative Counsel Bureau; Dept. of Tech. Services	P		7				7	Same as 7		

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SCHEDULE # 2

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
11			List of contracts & interagency agreements; Contracting Report – Consulting Services; Form STD. 810 Contracting Activity Report	P		Current			Current		Office copies only - Original documents at DGS
12	1		Office lease for 925 L Street, Suite 805, with Jones, Lang, LaSalle; and related materials	P		10		10	20		Office copies only – Original documents at DGS, Real Estate Division
13			Office lease for 660 J Street, Suite 260, with Downtown Plaza; and related materials	P		10		10	20		Office copies only – Original documents at DGS, Real Estate Division
14			Inventory Report of Equipment owned and located in the Commission's office space; and owners' manuals	P		Current			Current		Office copies only – Original documents at DGS, Contracted Fiscal Services
15	1		Budget Documents – Original, Budget Approvals, Budget Requests and Budget Work Papers.	P		7		3	10		All records retained by the Commission and DGS Contracted Fiscal Services are necessary for State Budget preparation
16			Budget Change Proposal - Documents	P		7		3	10		Office copies only – Original documents at Department of Finance and DGS Contracted Fiscal Services
17			Monthly Expenditure Reports (CalSTARS)	P		5			5		Office copies only – Original documents at DGS, Contracted Fiscal Services
18	3		Purchase Orders; Vendor Check Requests; Signature Authorization Reports	P		7			7		Office copies only – Original documents at DGS, Contracted Fiscal Services
19			AB 75 Compliance: Recycling Reports; State Agency Buy Recycled Campaign (SABRC) Reports	P		Current			Current		Office copies only – Original documents at California Integrated Waste Management Board
20			SB 1898 Compliance: Inventory of Non-Tax Business-Use Forms	P		Current			Current		Office copies only – Original documents at DGS, Forms Management Center
21			AB 2711 Compliance: Strategic Plan Survey	P		Current			Current		Office copies only – Original documents at Dept. of Finance
22			AM 1825 Compliance: Sexual Harassment Training Requirement for Employees	P		Current			Current		Current until superseded, revised or rescinded. Maintained to substantiate Commission staff compliance
23	1		Fringe Benefits/Employee Business Expense Reporting Compliance	P		Current			Current		Office copies only – Original documents at Office of the State Controller, Personnel/Payroll Service Division

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
24	2		Bureau of State Audits oversight by Little Hoover Commission; SB 37 history	P		Current			Current		Stored in Commission Office as reference
25	2		Audits of the Bureau of State Audits conducted by independent auditor	P		7		5	12		
26	3		Bids; Request for Proposals; working documents for obtaining independent auditor to audit Bureau of State Audits	P		7		5	12		
27	1		Commission's Policy regarding the Americans with Disabilities Act (ADA)	P		Current			Current		Current until superseded, revised or rescinded. Maintained to substantiate Commission's compliance
28			Commission's Policy regarding Upward Mobility	P		Current			Current		Current until superseded, revised or rescinded. Maintained to substantiate Commission's compliance
29			Commission's Policy regarding Personal Computers; Information Management Annual Plan	P		Current			Current		Office copies only – Original documents at Dept. of Information Technology
30			Awards, Commendations presented to the Little Hoover Commission and staff	P		5			5		Destroy five years after date of presentation.
			PERSONNEL								
31	3		Personnel Files: RPA's, Resumes, Duty Statements, Probation Reports, Ergonomic Reports & Correspondence	P		5			5		Office copies only – Official copies at DGS, Office of Human Resources.
32			Attendance Reports	P		3			3		Office copies only – Official copies at DGS, Office of Human Resources.
33	3		Recruitment documents for Executive Director; Deputy Executive Director; Project Manager; Associate Governmental Program Analyst; Staff Services Analyst; Office Technician; Student Assistant	P		3			3		Office copies only – Official copies at DGS, Office of Human Resources.
34			Commission Organization Charts	P		Current			Current		Office copies only – Official copies at DGS, Office of Human Resources.
35	2		Travel Expense Claims	P		5			5		Destroy five years after FY in which prepared.

NOTIFY
ARCHIVES

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ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
36		NOTIFY ARCHIVES	COMMISSION MATERIALS Commissioner Handbook: Includes addresses, bios, photos, organization chart, political composition, role and functions, rules of procedure, establishment of headquarters, succession of membership, subcommittees	P		Current			Current		Current until revised, superseded, or no longer required
37	1		Form 700 filings with the Fair Political Practices Commission	P		Current			Current		Office copies only – Original Form 700s are on file with the Fair Political Practices Commission headquarters
38			<u>PROGRAM FILES</u> Chronology of Commission Reports	P		Current			Current		Each report issued by the Commission is given a number. As of this date the Commission has issued 190 reports.
39	8	NOTIFY ARCHIVES	LHC REPORTS - ORIGINALS Original report of each study conducted by the Commission from 1962 through March 2008	P		Current			Current		LHC = Little Hoover Commission The original copy of each report is to be retained in the Commission's office for reference and/or reproduction.
40	50	NOTIFY ARCHIVES	LHC REPORTS - ENDNOTES Endnotes for LHC Report Nos. 85, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 103, 104, 105, 106, 108, 109, 111, 112, 113, 114, 115, 117, 118, 120, 121, 122, 123, 124, 125, 126, 127, 128, 132, 133, 135, 136, 137, 138, 139, 140, 142, 143, 144, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 157, 159, 160, 161, 162, 163, 164, 165, 166, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 179, 180, 181, 182, 183, 184, 185, 187, 188, 189, 190	P		20		30	50		Retain at least 50 years
41	10	NOTIFY ARCHIVES	LHC REPORTS - SUBJECT FILES Subject Files for LHC Report Nos. 120, 121, 132, 133, 147, 155, 157, 161, 166, 168, 170, 175, 183, 184, 187	P		20		30	50		Retain at least 50 years
42	1		MISCELLANEOUS REPORTS Commission's review of state department directors' salaries as requested by the California State Employees' Association	P		10		10	20		Retain at least 20 years

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Schedule # 2

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
43		NOTIFY ARCHIVES	Commission's 1997 Gambling Study (Aborted)	P		10		10	20		Retain at least 20 years
44			Progress reports on Commission studies	P		10		10	20		Retain at least 20 years
45		NOTIFY ARCHIVES	1981 Review of the Little Hoover Commission conducted by University of Southern California	P		10		10	20		Retain at least 20 years
			REORGANIZATION PLANS								
46	6	NOTIFY ARCHIVES	Commission reviews of Governor reorganization plans and plans 1, 2, and 3 for various years	P		10		10	20		Retain at least 20 years.
			PUBLIC HEARING MATERIALS								
47	1		Audio tapes of public hearings & Business Meetings	M		10		10	20		Retain at least 20 years
48	1	NOTIFY ARCHIVES	Written transcripts of hearings from October 1976 through August 1992	P		10		10	20		Retain at least 20 years
49	3	NOTIFY ARCHIVES	Business Meeting Minutes from April 24, 1962 through December 31, 1988	P		10		10	20		Retain at least 20 years
			Note: Hearing Binders listed below contain hearing Agenda, Chairman's opening statement, background documents, witnesses' testimony, & Business Meeting Agenda with related materials (including Minutes)								
50	34	NOTIFY ARCHIVES	Hearing Binders from October 27, 1982 through present (March 2008)	P		10		10	20		Retain at least 20 years
			LEGISLATION (Legislative Bill files for measures sponsored/supported by the Commission – Files contain letters of support, bill analyses, bill history, communications with Governor, Legislators and stakeholders; and section from Commission report that is being implemented.								
51	10	NOTIFY ARCHIVES	Bill Files: Legislative Sessions: 1989-90, 1991-92, 1993-94, 1995-96, 1997-98, 1999-2000, 2001-2002, 2003-2004, 2005-2006, 2007-2008	P		10		10	20		Retain at least 20 years

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ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA (41)	VITAL (42)	RETENTION				PRA (Exempt) & IPA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
52	24 Total cubic feet: 175	NOTIFY ARCHIVES	CHRONOLOGICAL FILES Note: These are correspondence files, which are arranged monthly and include all letter correspondence generated from the Commission office. Chron Files: January 1996 through March 2008	P		15		5	20		Retain at least 20 years

Provide total of office and departmental